



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Court Interpreter

FLSA: E

SERVICE: Judicial-At-will

REVISED: 6/1/05

Summary: Under general supervision, performs professional work interpreting simultaneously and consecutively between English and Spanish; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Interpret simultaneously and consecutively testimony, questions and answers during court proceedings, including ancillary interviews, meeting and investigations.
- Make oral translations of documents during interviews, hearings and court proceedings, including, but not limited to court petitions, reports, notices and agreements.
- Translate between Spanish and English written materials such as court orders, notices, petitions, legal documents, letters, trial documents, and agreements.
- Review translation or translate official forms, documents, public signs, notices, posters, form letters, and correspondence.
- Establish and maintain effective working relationships with judges, court personnel, attorneys and the public.
- Oversee activities of all interpreters, supervising their interpreting and translating activities.
- Perform evaluations, determining deficiencies, progress and training needs of interpreters.
- Provide, arrange, and/or develop proper on-going training for interpreters.
- Evaluate overall needs of interpreters and those receiving interpreter services, and make recommendations to the Court Administrator.
- Assure efficient administration of interpreting and translating services in consultation with Court Administrator and others as required.
- Maintain files and records of interpreting and translating activities.
- Coordinate and schedule free-lance and staff interpreters as needed.
- Collect, interpret and analyze data for completion and submission of statistical and financial records and reports.

Knowledge and Skills:

- Knowledge of English and Spanish as it is written and spoken appropriately, including phonology, vocabulary, grammar and dialectology.
- Knowledge of Theory, method, techniques, ethics and standards of interpreting and translating.
- Knowledge of Methods, techniques, and procedures used in interpreting in simultaneous and consecutive modes.
- Knowledge of court proceedings and legal documents.
- Knowledge of court and related agencies organization, functions, services, practices and procedures.
- Knowledge of modern office practices, procedures and equipment.
- Skill in understanding, interpreting and applying laws, rules and other regulations to the performance of court interpreting.
- Skill in interpreting consecutive and simultaneous modes complex hearings, interviews and other court related communicative events.
- Skill in interpreting Spanish or English documents during a proceeding, hearing, interview or other court related communicative event
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or GED; AND a high degree of proficiency in English and Spanish; AND three years professional Spanish interpreting experience in the courts, including supervisory experience.